

JOB DESCRIPTION



TITLE : Catering Assistant
GRADE : Scale 2
RESPONSIBLE TO : Catering & Hospitality Supervisor
RESPONSIBLE FOR : N/A

The Governors of the College expect all employees to be fully committed to the College's Equal Opportunities & Health & Safety Policies & accept personal responsibility for practical application. All employees are required to comply with & promote these policies & to ensure that discrimination & danger is eliminated within the service to staff, the students, their parents & carers.

PURPOSE OF JOB

To provide an effective and efficient food service to all students and staff, between the hours of 8.00am and 3.30pm.

MAIN TASKS & RESPONSIBILITIES:

1. In common with all other staff:

- 1.1. To support the College's mission, vision & strategic objectives.
- 1.2. To implement the College's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- 1.3. To participate in continuing professional development.
- 1.4. To implement the College's health & safety policies & practices.

2. In common with all support staff:

- 2.1. Participate in College-wide projects & tasks.
- 2.2. To work collaboratively to meet the specific needs of workload peaks.
- 2.3. Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the College, & work outside of regular daytime hours.

3. In common with all Hospitality & Catering staff

- 3.1. As part of the Catering & Hospitality team, take part in College development projects, this involves working with colleagues on project implementation teams & liaison with other College & external service teams.
- 3.2. Attend & contribute to team meetings & briefings
- 3.3. Consult & feedback to colleagues & students as necessary, passing on appropriate information to other team members.
- 3.4. Other duties as reasonably required by the Head of Catering & Hospitality or Catering & Hospitality
- 3.5. Participate in the annual cycle of performance management, professional development, service area operating and review processes, and College quality improvement planning.
- 3.6. Supervise agency staff, trainees and students on work experience.

4. Particular to the Post:

Main responsibilities:

- To set up and maintain clean and tidy catering areas.
- To follow and maintain all Food Health and Safety guidelines.
- To work collaboratively within the Catering team and all other staff.
- Daily breakfast preparation assisting in the kitchen.
- Collect stores and setup counter for service.
- Serve breakfast and lunch to students and staff.
- Take the temperatures of all foods and log according to food hygiene regulations.
- Prepare service for mid-morning break, managing movement of food back and forth to the kitchen with trolleys. Replenish stores needed for lunch service. Return all food to the kitchen and record on issue sheet.
- Clear service area, wash cutlery, the counter, microwave and fridges.
- Clean and empty coffee machine. Leave service area clean and tidy for the next day.
- Prepare issue sheet and stock for next day.
- Prepare store trolley for the next day.
- In common with all staff, to work actively in creating an ethos that celebrates the cultural and academic diversity of Greenwich and ensures the inclusion of students of all abilities, including those with Special Educational Need.
- Required to work on evening functions.

Additional Information ~ Working Arrangements

Hours of work: 20 hours per week – Term Time Only at 39 weeks, to be pro-rata. Routine fixed daily start & finish times between 08:00 & 18:00 by agreement. Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

Given the nature of the institution's core activities, there are occasions when staff may be asked to work later for meetings, events, open days and the like. These hours to be negotiated with individual staff and time of in lieu / additional payments agreed in advance of such occasions. From time to time other clerical tasks will have to be undertaken provided they are within your competence and commensurate with your level of responsibility.

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

POST DESCRIPTION: CATERING ASSISTANT

SELECTION CRITERIA

Nº	Criteria or Requirements	Method of Assessment	Short listing Criteria
1	Previous experience of working within a busy commercial catering operation.	Application Form & Interview	<i>ESSENTIAL</i>
2	Excellent customer service skills and commitment to student interaction and communication.	Application Form & Interview	<i>ESSENTIAL</i>
3	Basic Food Hygiene Certificate	Application Form	<i>ESSENTIAL</i>
4	NVQ 1 & 2 Food Preparation Certificate	Application Form	<i>DESIRABLE</i>
5	NVQ 1 & 2 Food Service Qualifications or equivalent	Application Form	<i>DESIRABLE</i>
6	Ability to work flexibly as a member of a team and to forge excellent professional working relationships. Ability to absorb and apply new information quickly.	Application Form & Interview	<i>ESSENTIAL</i>
7	An understanding of and commitment to equal opportunities and practical ideas for implementation through the scope of the post.	Application Form & Interview	<i>ESSENTIAL</i>
8	A flexible and responsive approach to the changing priorities and demands of a busy commercial kitchen and serving areas.	Application Form & Interview	<i>ESSENTIAL</i>
9	Knowledge and experience of general Health and Safety guidelines in the workplace	Application Form & Interview	<i>ESSENTIAL</i>
10	Proven experience with using cashless systems, tills and cash handling	Application Form	<i>ESSENTIAL</i>

*Evidence of criteria will be established from:

Application Form and/or Interview

Essential - candidates will need to meet these criteria on their application form to get on the shortlist for interview.